

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

Property Name **HELSEBURY PARK**  
 Date of Assessment **07/04/2021**  
 Assessment Carried out by **L Wilson**

Date of Next Review: **01/10/2021**  
 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
<b>Person to person contact during COVID 19 pandemic (Host and guest)</b>	Becoming infected with COVID19 and further spread the infection	Guests use key box entry, there is no contact required.  Cleaners will only enter the property once empty.  Welcome information available on web site.  Providing a pre-departure information for guests explaining procedures.  Restricted single household access to pool, gym and sauna.  Contact details provided for issues and queries.  Ensure guests are not present during cleans.  Any issues needing a maintenance visit to be arranged when guests are out of the property where possible (unless an emergency).  Minimise contact between parties.	Advise all guests to scan the QR code on arrival or leave contact details, to be compliant with NHS test and trace procedures			✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓
<b>Cleaner / housekeeper not fit for work and infected with COVID 19</b>	Could spread COVID 19 through cleaning within the property	All cleaners are contactable via phone / text.  Ongoing system for checking staff health / wellbeing.  Cleaners working in fixed teams assigned to one cottage.	Provide lateral flow tests for staff to use as required			✓  ✓  ✓
<b>Cleaning regimes not effective / fit for purpose</b>	Contaminated accommodation / spread of COVID 19	Reduced soft furnishings and ornaments  Removed DVDs, books, games and jigsaws  Reduced kitchenware  Created a cleaning plan that key cleaning staff must adhere to for each clean	Ongoing checks and weekly procedures to be followed			✓  ✓  ✓  ✓

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		<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>
<b>Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded</b>	Not cleaning or sanitising the property correctly	<p>Stock of EN14476 compliant, food safe viricidal disinfectant</p> <p>Training undertaken by owners</p> <p>Published a cleaning requirement document and checklist, clearly stating what should be sanitised within the property</p> <p>Undertaken staff training</p>	<p>Continue to check latest guidance on cleaning protocols</p> <p>Refresh staff training and provide guidance as required</p>			<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<b>Contamination in communal areas</b>		<p>Closed games room /office / play area</p> <p>Provided hand sanitiser and clinical wipes for pool area</p> <p>Guestsrequired to use the pool in family groups only</p> <p>Advise guests to use the pool 'beach ready'</p> <p>All pool machinery serviced and compliant</p> <p>Leave gates open to avoid creating frequent touchpoints</p>				<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<b>Dealing with a guest who is unwell or infectious outbreak in your property</b>	The spread of an infection outbreak	NHS information provided in all cottages				✓
<b>Changeover clean</b>	Contaminated accommodation / spread of COVID 19	<p>All changeover cleans are completed once the guests have left the property</p> <p>Ensuring cleaners are not showing symptoms of Covid-19</p> <p>PPE is available to cleaners when hoovering, changing beds and handling waste</p> <p>Cleaning / maintenance procedures are adhered to and documented accordingly</p>				<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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<b>Legionella</b>	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 toilets, 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 and disinfect the showerhead. The showerhead removed and the shower run for two minutes.</p> <p>Finally, let any other taps run for two minutes.</p>				<p>✓</p> <p>✓</p> <p>✓</p>
<b>Fire risk</b>	Ensure compliance with latest fire safety standards	Annual review undertaken by third party specialist supplier and all actions implemented				✓
<b>Electrical issues</b>	Ensure compliance with all relevant standards	<p>PAT tests undertaken by third party specialist supplier and certified annually</p> <p>Full electrical inspection undertaken</p>				<p>✓</p> <p>✓</p>