

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

Property Name	Granary at Manor Bottom	Date of Next Review:	01/09/2020 or when/if government guidelines change or character of pandemic changes.
Date of Assessment	24 June 2020	Notes:	
Assessment Carried out by	Agnieszka and Steve Lenton		

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>We have a comprehensive manual document explaining procedures and covering all aspects of the property and useful contacts. This minimises any visit to the property.</p> <p>We have updated our house manual with Covid-19 specific information.</p> <p>We minimise contact between the two parties over the course of the stay by telephone, video calls or by holding only socially distant conversations in the outdoor environment.</p> <p>We are emailing guests with information regarding procedures at The Granary and advice not to travel if unwell.</p> <p>Guests self-check in and access a pre-recorded (or live WhatsApp) welcome tour of The Granary.</p> <p>Host to video call, phone or converse distantly with the guests after guest arrival to ensure customer satisfaction and to answer all queries</p> <p>We ask guests to notify the hosts if they develop symptoms in the period of up to two weeks after their stay.</p> <p>Any issues needing a maintenance visit will be arranged when guests are out of the</p>				<p><b>LOW</b></p>

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

		property where possible (unless an emergency).				
<b>Cleaner not fit for work and infected with COVID 19</b>	Could spread COVID 19 through cleaning within the property	We have an ongoing checking system to make sure the persons carrying out cleaning remain well. If they are unwell, the hosts will clean the property or alternative cleaner will be contacted.				Low
<b>Cleaning regimes not effective / fit for purpose</b>	Contaminated accommodation / spread of COVID 19	We have a cleaning checklist that persons providing cleaning must adhere to and sign for each clean.  All persons cleaning are given the correct PPE and instructions on handwashing, PPE disposal and their wellbeing.				Low
<b>Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded</b>	Not cleaning or sanitising the property correctly	All cleaning materials are clean and fit for purpose  We have a cleaning requirement document, clearly stating what should be sanitised within the property for example - Touch points, door handles, banisters, surfaces, bathrooms; what should be disinfected, floors, walls.  We ensure all cleaning equipment is PAT tested and fit for purpose and the being used in the correct way.  We have a health & safety file with all cleaning products used and for what purpose, all previous cleaning / maintenance schedules for the accommodation and all risk assessments.				Low
<b>Dealing with a guest who is unwell or infectious outbreak in your property</b>	The spread of an infection outbreak	We have placed 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.  We video call/ call the guests to clearly understand the situation and if the guests need to extend their stay and for how long.			Med	

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

		<p>We have amended the terms and conditions to show the cost and requirements if a guest has to extend their stay through illness for self-quarantine</p> <p>We will deliver clean linen and linen bag for the guests to place used linen in.</p> <p>Deliver, medicines, food supplies and extra cleaning materials to the outside of the property</p> <p>We have placed an emergency body fluid kit in the property for the guest to use in these circumstances.</p>				
<b>Incorrectly laundered bedding</b>	Bacteria not killed off properly	Use cotton/ linen bedding and wash on a full 60-degree wash cycle (not a quick wash)				<b>Low</b>
<b>Changeover clean</b>	Contaminated accommodation / spread of COVID 19	<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>Cleaner has confirmed they are fit for work.</p>				<b>Low</b>