

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

Property Name **Bosworgy Bay**  
 Date of Assessment **18 June 2020**  
 Assessment Carried out by **Alessandra Ausenda – Property Manager**

Date of Next Review: **1 September 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
<b>Person to person contact during COVID 19 pandemic (Host and guest)</b>	Becoming infected with COVID19 and further spread the infection	Self-check in using key lock	Minimise contact between the two parties.  Provide a pre-arrival/ departure for guests explaining procedures.  Use self-check in approaches where appropriate and phone the guests after guest arrival to ensure customer satisfaction and to answer all queries  Ensure guests are not present during interim cleans  Any issues needing a maintenance visit to be arranged when guests are out of the property where possible (unless an emergency)  Provide information on all aspects of the property prior to visit. This will minimise any visit to the property  Ensure all amenities packs are single packaged items  Have useful contact numbers in the property			✓
<b>Cleaner / housekeeper not fit for work and infected with COVID 19</b>	Could spread COVID 19 through cleaning within the property	Family members are the cleaners so direct awareness of health and wellbeing	Create an ongoing checking system and document for staff health / wellbeing			✓
<b>Cleaning regimes not effective / fit for purpose</b>	Contaminated accommodation / spread of COVID 19	Thorough cleaning regime already in place. Single property so no transmission from one accommodation to another.	Create a cleaning plan that all cleaning staff must adhere to and monitor each clean  Create a cleaning checklist that all cleaning staff must fill in and leave in property for transparency  Create a maintenance checklist, any issues to be flagged and dealt with before the guests arrival in-depth ongoing staff training to ensure knowledge, clear understanding, and skills of every task undertaken			✓

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			<p>Cleaning standards checked periodically.</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>			
<b>Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded</b>	Not cleaning or sanitising the property correctly	<p>Appropriate cleaning materials in place and correctly used.</p> <p>Detailed cleaning checklist in place to cover sanitisation of touch points, disinfection of floors, walls.</p>	<p>Ensure all cleaning equipment is fit for purpose and being used in the correct way</p> <p>Put a health &amp; safety file together with all cleaning products used and for what purpose, all previous cleaning / maintenance schedules for the accommodation and all risk assessments</p>			✓
<b>Dealing with a guest who is unwell or infectious outbreak in your property</b>	The spread of an infection outbreak		<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</p>		✓	
<b>Incorrectly laundered bedding</b>	Bacteria not killed off properly	We use a laundry for all bed linen and towels. This is washed at 60 degrees	Use disposable mattress and pillow covers.			✓
<b>Changeover clean</b>	Contaminated accommodation / spread of COVID 19	Property never entered for cleaning until guest has left.	<p>All PPE is available to cleaner</p> <p>All cleaning / maintenance procedures are adhered to and documented accordingly</p>			✓
<b>Legionella</b>	Infection of Legionella from standing water if the property has been lying empty	The property has been used by the family in the last months.	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.			✓

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Notes on completion	
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