

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

Property Name	The Hayloft	Date of Next Review:	1st August 2020
Date of Assessment	1 st July 2020	Notes:	The Hosts do not employ any external staff and undertake the cleaning of the property themselves
Assessment Carried out by	Nick and Julie Baker		Currently all risk factors are considered high.

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 COVID-19 and further spreading the infection		<p>Immediately prior to their arrival guests will be asked if they have any of the main symptoms of COVID-19</p> <p>Minimise contact between the two parties.</p> <p>Ensure guests understand social distancing guidelines.</p> <p>Provide pre-arrival/ departure information for guests explaining procedures.</p> <p>Use self-check lock boxes</p> <p>Hosts to be available to answer any queries via mobile phone or in person at distance</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>Provide a FAQ document on all aspects of the property for example:</p> <p>Disposal of rubbish/recycling How to adjust the heating How the cooker works</p> <p>This will minimise any visit to the property</p> <p>Provide medical reporting and useful/emergency contact numbers in the property</p> <p>Send a post-stay health email</p>			
Hosts (Cleaners) not fit for work and infected with COVID-19	Could spread COVID-19 through cleaning within the property		If Hosts become ill inform guests and suspend bookings			

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<p>Cleaning regimes not effective / fit for purpose</p>	<p>Contaminated accommodation / spread of COVID-19</p>		<p>Create a cleaning plan/checklist that cleaners will fill out and sign for each clean and leave in property for transparency</p> <p>Ensure in-depth ongoing vigilance to ensure knowledge, clear understanding, and skills of every task undertaken</p> <p>Cleaning standards checked/reviewed periodically by hosts</p> <p>Cleaners to use correct PPE and follow advice on hand washing, best practice on personal safety and safe disposal of PPE.</p>			
<p>Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded</p>	<p>Not cleaning or sanitising the property correctly</p>		<p>Put a cleaning requirement document together, clearly stating what should be sanitised within the property. For example :</p> <p>Touch points, door handles, banisters, surfaces, bathrooms</p> <p>What should be disinfected, floors, walls</p> <p>Ensure all cleaning materials are clean and fit for purpose</p> <p>Ensure all cleaning equipment is fit for purpose and are being used in the correct way</p> <p>Put a health & 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>			

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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>Ensure Host has guests contact details – name, address, telephone number and email address. This is required for test and trace.</p> <p>Place a “what to do” document in the property for guests who suspect they are ill or have an infectious outbreak. Document to include relevant phone numbers and actions required</p> <p>Call the guests to clearly understand the situation and if the guests need to extend their stay and for how long</p> <p>Build into terms and conditions the cost and requirements if a guest has to extend their stay through illness for self-quarantine</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>Incorrectly laundered bedding and towels</p>	<p>Bacteria not killed off properly</p>		<p>All bedding , towels and kitchen linen washed on a full 60 degree wash cycle (not a quick wash)</p>			

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<p>Changeover clean</p>	<p>Contaminated accommodation / spread of COVID-19</p>		<p>Provide instructions for guests on procedures for dealing with:</p> <ul style="list-style-type: none"> • dirty bed linen/towels/kitchen linen • duvet and pillows <p>Provide zipped linen bags</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>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>			

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<p>Notes on completion</p>	
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