

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

Property Name	The Beach House, Burntisland	Date of Next Review:	10 October 2020
Date of Assessment	10 July 2020	Notes:	
Assessment Carried out by	Lizzie Cass-Maran		

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	Guests picking up the virus from the main house residents, or vice versa	<p>Contactless entry via keysafe</p> <p>Hosts will not enter the property during the stay other than in an emergency</p> <p>Payment by cash no longer accepted.</p> <p>Information pack provided in advance and full instructions for everything to minimise need host entry</p> <p>Contact with hosts available over the phone at all times, or in person distanced if preferred.</p> <p>No cleaning equipment between the two spaces, except for the vacuum cleaner and mop. These to be cleaned and sanitised between spaces.</p> <p>Welcome packs to be single-stay portions, with packing washed between stays.</p>	Buy additional vacuum cleaner		x	
Person to person contact during COVID 19 pandemic (guests)	Guests arriving infected with COVID19 or contracting it during their stay, and spreading it to cleaning staff – asymptomatic	<p>Guests will be asked to strip beds, as bed stripping is identified as a particular risk.</p> <p>Where guests are unable to strip beds, cleaner to wear a face mask when changing beds.</p>			x	

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		<p>Clear process to establish when guests have used items such as first aid kit, specialist kitchen equipment, and books or toys etc.</p> <p>Illness during stay reporting procedure implemented.</p> <p>Where there is a longer gap between guests, cleaner to be given the option of cleaning less immediately after departure.</p>				
Person to person contact during COVID 19 pandemic (guests)	Guests arriving infected with COVID19 or contracting it during their stay, and spreading it to cleaning staff – symptomatic	Where illness is reported, a red clean to be carried out as per cleaning plan.		X		
Cleaner appears fit for work but is carrying viruses or bacteria	Could spread COVID 19 through cleaning within the property	<p>No other people to be present in the space while it is being cleaned.</p> <p>Cleaner to wear clean clothes and be given a tabard and cleaning shoes.</p> <p>Cleaner to disinfect any devices eg phone, ipod prior to clean, and minimise what they bring into the property.</p>			X	
Cleaner not fit for work and infected with COVID 19	Could spread COVID 19 through cleaning within the property	<p>Cleaner to report sickness and not to come in in event of any Covid symptoms.</p> <p>Backup cleaner to be available</p> <p>Guests are warned that their booking could be cancelled if all cleaning staff become at risk.</p>		X		
Cleaning regimes not effective / fit for purpose / Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded	Contaminated accommodation / spread of COVID 19	<p>A full cleaning requirements document to be issued to cleaning staff.</p> <p>After each clean, cleaner to email confirming the clean is completed per the cleaning plan, and at what time. This will be emailed on to the guests arriving and stored within</p>	Put a health & safety file together with all cleaning products used and for what purpose, COSHH sheets if required, all previous cleaning / maintenance	X		

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		<p>the booking system, which will also include the time guests departed.</p> <p>This also to include any maintenance or cleaning issues that need to be flagged.</p> <p>Staff trained in cleaning issues (Landlord's Little Helper online course). No staff to be brought in to clean who have not complete training.</p> <p>All cleaning team members are 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>Spot checks on cleaning with cleaning contracts terminated immediately if defects are found.</p>	schedules for the accommodation and all risk assessments			
Incorrectly laundered bedding	Bacteria not killed off properly	Use cotton/ linen bedding and wash on a full 60 degree wash cycle (not a quick wash) or tumble dried and/or ironed			x	
Legionella	Infection of Legionella from standing water if the property has been lying empty.	This is not a risk as the property has not been empty. Long term residents have been staying in it.		x		

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Notes on completion

COSHH sheets to be added once all cleaning products have been finalised.

A full risk assessment in consultation with employees is not mandatory due to the size of the business. An assessment has been completed anyway, as best practice, but staff have not been consulted as such. However, staff should be free at any time to contribute to the assessment and have an obligation in particular to highlight any risks to themselves or guests that isn't specifically covered in this risk assessment.