

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

Property Name: **Henfryn Farm Glamping**
 Date of Assessment: **02/07/20**
 Assessment Carried out by: **Mhairi McCall**

Date of Next Review: **02/08/20**
 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
Person to person contact during COVID 19 pandemic (Host and guest)	Becoming infected with COVID19 and further spread the infection		Minimise contact between the two parties. Ensure social distancing maintained during all guest interactions Ensure guests and welcome staff understand social distancing guidelines. Provide a pre-arrival/ departure pack for guests explaining procedures. Provide all guest information normally give at "welcome" ahead of arrival by email/ phone. Any issues needing a maintenance visit to be arranged when guests are out of the property where possible (unless an emergency) Provide a FAQ document on all aspects of the property for example: How to light the fire How to use the hot tub Where to visit Ensure all welcome tea/ coffee etc packs are single packaged items Have an illness during stay reporting procedure and useful contact numbers in the property			
Cleaner / housekeeper not fit for work and infected with COVID 19	Could spread COVID 19 through cleaning within the property		Cleaning will only be done by me and if I experience any symptoms we will need to self isolate and therefore close the site for 14 days.			
Cleaning regimes not effective / fit for purpose	Contaminated accommodation / spread of COVID 19		Create a cleaning protocol specifically to address Covid. Create a cleaning checklist.			

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			Correct protective clothing to be worn for cleaning.			
Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded	Not cleaning or sanitising the property correctly leading to spread of Covid -19		Put a cleaning requirement document together, clearly stating what should be sanitised within the property for example Touch points, door handles, banisters, surfaces, bathrooms What should be disinfected, floors, walls Ensure all cleaning materials are clean and fit for purpose Put a health & safety file together with all cleaning products used and for what purpose, COSHH sheets if required, all previous cleaning / maintenance schedules for the accommodation and all risk assessments			
Dealing with a guest who is unwell or infectious outbreak in your property	The spread of an infection outbreak		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 Update Terms and Conditions to reflect the need for guests to return home to self isolate if they experience any symptoms. In the event that a guest cannot return home ensure they are aware of the costs associated with staying on and cancellation costs for all impacted bookings will be liable. Build a relationship with fellow property owners (buddy system) to see if arriving guests can be relocated into one of these properties if original booking cannot be fulfilled due to guest illness Deliver, medicines, food supplies and extra cleaning materials to the outside of the property			
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) Check with Laundry.			
Changeover clean	Contaminated accommodation / spread of COVID 19		All changeover cleans can only be completed once the guests have left the property			

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			<p>All protective clothing is available</p> <p>All cleaning / maintenance procedures are adhered to and documented accordingly</p> <p>Cleaning will be done one unit at a time to reduce transfer of any contamination. Compost toilets will be cleaned last as this is a high risk area.</p>			
Welcome Pack Contamination	Spread of Covid from previous guests to new guests		<p>Only sealed single use items to be provided. Any unused items must be removed and quarantined at changeover.</p> <p>Welcome folder/ documentation to be removed and replaced with a paper printed copy per changeover.</p>			
Contamination of Hot Tub (CC only)	Spread of Covid 19 to next guests or cleaner.	<p>Hot tub is cleaned after each use using approved chemicals.</p> <p>Hot Tub is only available to guests using the Commander's Caravan</p>	Cleaner to wear PPE including visor as spray risk during cleaning.			
Contamination when cleaning compost toilets	Covid 19 present in urine and faeces		<p>Cleaning of toilets will be done after all other cleaning. Overalls, facemask, visor and gloves to be worn.</p> <p>"Compost" material to be removed to usual compost heap, but following removal the pick up truck used must be hosed then sanitised.</p> <p>All PPE to be disposed of into a bin bag and tied, overalls to be washed straight away or bagged then washed later.</p> <p>One toilet/ shower/ washing up station per guest to reduce risk of spread around the site.</p>			
Legionella	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 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>			

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			Finally, let any other taps run for two minutes.			
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Notes on completion	
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