

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

Property Name	Mungo's Well	Date of Next Review:	Continually review
Date of Assessment	19.6.20	Notes:	
Assessment Carried out by	Yvette		

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	Med	Low
<p>Person to person contact during COVID 19 pandemic (Yvette, Kerry and guests)</p>	<p>Becoming infected with COVID19 and further spread the infection</p>	<p>Swap information folders and put used one in storage for at least 72 hours.</p>	<p>Minimise contact between the two parties.</p> <p>Wear clean mask when greeting/ chatting to guests.</p> <p>Email and provide hard copy of a pre-arrival/ departure pack for guests explaining procedures.</p> <p>Leave cottage unlocked or key in safe for self-check in where appropriate Phone the guests after guest arrival to ensure customer satisfaction and to answer all queries</p> <p>Ensure guests are not present during interim cleans</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 documents on all aspects of the property for example: How the hot water works How to control the heating How the cooker / dishwasher/ vacuum / TV works</p>			

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			<p>Minimise any visit to the property, phone/ email instead</p> <p>If guests are ill during stay reporting procedure and useful contact numbers in the property.</p>			
Kerry or I infected with COVID 19	Could spread COVID 19 through cleaning within the property	Back up cleaning protocol created for others to use.				
Cleaning regimes not effective / fit for purpose	Contaminated accommodation / spread of COVID 19	<p>Cleaning plan created</p> <p>An empty night between each cottage booking</p>	<p>During changeover cleaning plan must be followed</p> <p>Clean one cottage at a time.</p> <p>Change clothing between each cottage clean.</p> <p>Do not enter one cottage during a different cottage clean.</p>			
Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded	Not cleaning or sanitising the property correctly	<p>Cleaning checklist/ plan written stating what should be sanitised</p> <p>Cleaning checklist created, fill in and leave in property for transparency</p>	<p>Cleaning plan must be followed.</p> <p>Ensure all cleaning materials are clean and fit for purpose</p> <p>Use clean cleaning materials for each cottage clean.</p> <p>Leave cleaning checklist in cottage for transparency</p>			

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<p>Transfer of Coronavirus between guests</p>	<p>Guests</p>	<p>An empty night between each cottage booking</p> <p>Second set of duvets, pillows, pillow protectors, mattress protectors purchased.</p> <p>Paper leaflets left in cottage as coronavirus can only survive on paper up to 30mins and up to 24 hours on cardboard</p>	<p>Change bedding and bed linen during change over.</p> <p>Air outside duvet and pillows as part of changeover.</p> <p>Check paper information leaflets and remove if not clean.</p>			
<p>Dealing with a guest who is unwell while staying at Burnbrae Holidays</p>	<p>The spread of an infection outbreak</p>	<p>Place the 'what to do if you suspect you as a guest are ill' document in each cottage including doctors / hospital / NHS phone numbers and actions required</p>	<p>Video call/ call the guests to clearly understand the situation and if the guests need to extend their stay and for how long</p> <p>Deliver clean linen and linen bag for the guests to place used linen in (leave linen in the property)</p> <p>Deliver, medicines, food supplies and extra cleaning materials to the outside of the property</p>			
<p>Incorrectly laundered bedding</p>	<p>Virus not killed off properly</p>	<p>Bedding purchased can be washed at 60 degrees.</p>	<p>Wash bedlinen, pillow and mattress protectors, and towels on a full wash cycle (not a quick wash). Dry laundry on washing line if possible, or in tumble drier if weather wet.</p> <p>Store in a clean bag until next changeover</p>			
<p>Legionella</p>	<p>Infection of Legionella from standing water if the property has been empty for more than 7 nights</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>			

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		Showerheads are regularly disinfected.	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). Finally, let any other taps run for two minutes.			
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How long does it live on different surfaces? Latest evidence published in The Lancet and The New England Journal of Medicine illustrates that information and knowledge is evolving all the time. Currently it is thought that the virus can live on some common household surfaces for:

Surface Type	Present	No Longer Present
Air	2-3 hours	
Paper and tissue	30 minutes	3 hours
Copper	4 hours	8 hours
Wood, cloth and cardboard	1 day	2 days
Glass	2 days	4 days
Plastic and stainless	4 days	*7 days

*This is based on testing initially, then at 4 days and then 7 days, when the virus was entirely neutralised.