

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

Property Name **COSY CORNER HOLIDAY PARK**
 Date of Assessment **1st July 2020**
 Assessment Carried out by **SARAH PICKING (Proprietor)**

Date of Next Review: **1st March 2021**
 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		
				High	Medium	Low
Person to person contact during COVID 19 pandemic (Host and guest)	Becoming infected with COVID19 and further spread the infection	Normally would only enter van to do handover	Minimise contact between the two parties. Proprietors will social distance with guests and wil not enter vans whilst guest are there Agreement sent out to all guest detailing procedures, signed copy to be returned prior to visit Vans left unlocked with key inside and handover conducted outside Any issues needing a maintenance visit to be arranged when guests are out of the property where possible (unless an emergency) The washing machine and tumble dryer will not be in use Anti-viral disinfectant spray is provided for guests' use in accommodation Have an illness during stay reporting procedure in the van and useful contact numbers are on notice board outside Communal bins lids disinfected twice per day			*
Cleaner / housekeeper not fit for work and infected with COVID 19	Could spread COVID 19 through cleaning within the property	Only staff are husband and wife (proprietors) who monitor each other's health	Have agreed will close down holiday park if either partner shows signs of Covid-19			*
Cleaning regimes not effective / fit for purpose	Contaminated accommodation / spread of COVID 19	Vans are always cleaned to high standard and thorough spring clean carried out prior to opening	Create a cleaning plan that both cleaning staff must adhere to and sign for each clean Create a cleaning checklist that both cleaning staff must fill in and leave in property for transparency Create a maintenance checklist that all cleaning staff			*

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			<p>have to sign for on each clean, any issues to be flagged and dealt with before the guests arrival</p> <p>clear understanding, and skills of every task undertaken</p> <p>We will wear disposable gloves appropriately and change regularly and wash hands between tasks</p>			
Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded	Not cleaning or sanitising the property correctly	Normally use Flash to clean van thoroughly and bleach in toilets and follow a simple process, sharing cleaning tasks	<p>Put a cleaning requirement document together, clearly stating what should be sanitised within the property: Touch points, surfaces, bathrooms etc What else should be disinfected, floors, walls etc</p> <p>Ensure all cleaning materials are clean and fit for purpose</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>			*
Dealing with a guest who is unwell or infectious outbreak in your property	The spread of an infection outbreak		<p>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>Guest have instructions that whole party to leave accommodation if suspected Covid-19 and tell proprietor</p>			*
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)			*
Changeover clean	Contaminated accommodation / spread of COVID 19		<p>All changeover cleans can only be completed once the guests have left the property and all windows and door opened prior and during clean. Guests to take all waste away and leave bedding in black bags, provided. Guests have been provided with full instructions for departure procedures</p> <p>Disposable gloves available for cleaners and appropriate anti-virus disinfectant cleaners</p> <p>All cleaning / maintenance procedures are adhered to (as per check list) and documented accordingly</p> <p>Coat hangers, blankets, lounge scatter cushions, playing cards and info packs not provided. Remote controls covered in plastic so easily disinfected. Upholstery and floors steam cleaned. Kitchenware washed in dishwasher high heat. Pegs in bags, swapped between each changeover</p> <p>Only 2 vans instead of 3 cleaned on changeover day to</p>			*

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<p>Legionella</p>	<p>Infection of Legionella from standing water if the property has been lying empty</p>		<p>allow extra time (site running under capacity)</p> <p>Flush the whole water system for two minutes or more. First flush 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>			<p>*</p>
<p>Notes on completion</p>	<p>The risk factor has been marked as what is considered to be the degree of risk once measures detailed above are put into place. All measures will have been put in place as a matter of urgency from the date of opening: July 4th 2020</p>					