

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

Property Name **The Old Stables Cottage**  
 Date of Assessment **21 June 2020**  
 Assessment Carried out by **Liz Handford**

Date of Next Review: **4 weeks after re-opening the cottage**  
 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
<p><b>Person to person contact during COVID 19 pandemic (Host and guest)</b></p>	<p>Becoming infected with COVID19 and further spread the infection</p>	<p>The cottage is detached, has its own private garden at the rear of the cottage and private courtyard at the front of the cottage where guests can park their cars. Both gardens are bounded by rendered walls and timber fences with gates.</p> <p>The key to the cottage is left in the back of the front door.</p> <p>On arrival guests welcomed and provided with information about the cottage or local area by either by Liz Handford or Sandy Thomas.</p> <p>Guests advised that they can check into the cottage by 2 pm on the day of arrival and vacate by 10 am on the day of departure</p> <p>Information booklet provided</p>	<p>Welcome to be by either Liz Handford or Sandy Thomas who will stand outside the boundary of the garden or courtyard.</p> <p>Guests advised that they can check into the cottage by 5 pm on the day of arrival and vacate by 9 am on the day of departure.</p> <p>Laminated information sheets to be provided.</p> <p>Guests asked to report any illness during their stay and a laminated copy of the NHS poster "What you need to do if you fall ill with COVID-19 symptoms whilst visiting" will be left in the cottage.</p> <p>Ensure guests are not present during cleaning.</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>3 hand sanitizers will be provided for guests to use during their stay and to take home with them..</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>*</p>	

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<p><b>Cleaner / housekeeper not fit for work and infected with COVID 19</b></p>	<p>Could spread COVID 19 through cleaning within the property</p>	<p>If Sandy Thomas not able to work due to illness, Liz Handford to undertake the cleaning of the cottage.</p>	<p>PPE to be worn by both Sandy Thomas and Liz Handford, including plastic masks. Aprons and gloves</p>	<p>*</p>		
<p><b>Cleaning regimes not effective / fit for purpose</b></p>	<p>Contaminated accommodation / spread of COVID 19</p>	<p>Cottage currently cleaned by Sandy Thomas.</p> <p>Cottage currently contains bookcases full of books.</p> <p>Cabinet under the TV contains numerous DVDs.</p> <p>Built in dresser contains CDs, jigsaws and games.</p> <p>Dog and other ornaments and pictures on the dresser shelves and around the cottage.</p> <p>Soft toys and cushions around the cottage.</p> <p>The Welsh Dresser cupboards contains information leaflets, binoculars, cool bag etc.</p> <p>The kitchen cupboards are all full with plates, glasses, cutlery, pans, baking trays etc.</p> <p>Place mats and coasters are cork backed.</p> <p>Pegs stored in a hessian bag in the kitchen.</p>	<p>Future cleaning of the cottage to be undertaken by Sandy Thomas and Liz Handford</p> <p>Books to be removed from cottage to facilitate cleaning of shelves after guests vacate the cottage.</p> <p>DVDs removed from cottage so that the area under the TV can be thoroughly cleaned.</p> <p>CDs, jigsaws and games to be removed so that the cupboard in the built in dresser can be thoroughly cleaned.</p> <p>All ornaments and pictures that cannot be cleaned with antiviral cleaner to be removed from the cottage and stored elsewhere until such time as it is safe to return them to the cottage.</p> <p>Soft toys and all cushions to be removed from the cottage. 4 cushions to remain in the lounge, which will be changed each week and stored for a minimum of 72 hours elsewhere</p> <p>All items in the cupboard of the Welsh Dresser to be removed. Guests will be able to research places to visit using the free unlimited wi-fi in the cottage.</p> <p>Most of the kitchen items will be removed from the cottage, leaving enough for guests to be able to prepare and eat food, all to be disinfected at each changeover.</p> <p>PVC placemats and coasters have been purchased for the dining table and slate coasters have been purchases for the bedrooms</p> <p>Pegs to be stored in plastic containers, 2 sets have been purchased, which will be alternated so there is more than 72 hours between them being used by guests.</p> <p>The gates to the cottage and the garden furniture to be wiped with antibacterial wipes</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>		

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<p><b>Incorrect / ineffective cleaning materials used / Cleaning regimes not recorded</b></p>	<p>Not cleaning or sanitising the property correctly</p>	<p>Cottage currently cleaned by Sandy Thomas with generally available cleaning products.</p>	<p>Cottage to be cleaned by Sandy Thomas and Liz Handford with products recommended by the Professional Association of Self-Caters UK.</p> <p>Put a cleaning checklist together, clearly stating what should be sanitised within the property.</p> <p>Ensure all cleaning materials are clean and fit for purpose.</p> <p>Purchase a steam cleaner.</p> <p>Antiviral spray, antiviral wipes and a sealed packet of cloths to be left in the cottage along with a pack of antiviral wipes.</p> <p>Kitchen roll and toilet paper in sealed packets to be left for guests</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>		
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<p><b>Dealing with a guest who is unwell or infectious outbreak in your property</b></p>	<p>The spread of an infection outbreak</p>	<p>Guest information pack contains telephone number for local doctors</p>	<p>Leave a laminated copy of the NHS “What you need to do if you fall ill with COVID-19 symptoms whilst visiting” poster in the cottage.</p> <p>Telephone numbers of the local GP surgery and District General Hospital to be left in the cottage</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>Deliver, medicines, food supplies and extra cleaning materials on the covered front door step of the property</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>*</p>	
<p><b>Incorrectly laundered bedding</b></p>	<p>Bacteria not killed off properly</p>	<p>Beds currently made up on arrival.</p>	<p>Guests to be asked to bring their own bedding, including duvets and pillows, and towels with them.</p> <p>Mattresses will be steam cleaned and 3 mattress covers put on each bed, which will be changed each week.</p>	<p>*</p> <p>*</p>		
<p><b>Changeover clean</b></p>	<p>Contaminated accommodation / spread of COVID 19</p>	<p>Cleaning of the cottage currently commences at 10 am by Sandy Thomas, once guests have vacated the property.</p>	<p>Cleaning of the property to commence at 9 am, by Sandy Thomas and Liz Handford who will be wearing PPE – mask, gloves and apron.</p> <p>All cleaning/maintenance procedures to be adhered to. And checked after every cleaning operation.</p>	<p>*</p> <p>*</p>		
<p><b>Legionella</b></p>	<p>Infection of Legionella from standing water if the property has been lying empty</p>	<p>The cottage has been cleaned periodically throughout the time it has been closed.</p>	<p>Flush the whole water system for two minutes or more. First flush the 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 the 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>*</p> <p>*</p>		

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Notes on completion	
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