

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

Property Name: Tree Top Escape
 Date of Assessment: 13th June 2020
 Assessment Carried out by: Kate Boothby

Date of Next Review: July 3rd 2020
 Notes: To be reviewed before opening and then again 7 days in

| 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) | Staff, hosts and guests becoming infected with COVID19 and further spread of the infection | Health Questionnaire to be sent to guests before arrival. | | | | ✓ |
| | | Minimising contact between the parties and maintaining at least a 2m distance | | | | ✓ |
| | | Provide PPE for any staff who need to help or engaged closely with guests | | | | ✓ |
| | | Guests will self-check in on arrival with digital locks and information sent out prior to arrival. Communication will be made via phone or video call to welcome guests. | | | | ✓ |
| | | No interim cleaning in accommodation – guests for a longer stay will have towels left to cover | | | | ✓ |
| | | Providing in detail guests book and FAQs for guests to access before and during their stay to minimise any visits by hosts and maintenance once occupied. | | | | ✓ |
| | | Have an illness during stay reporting policy and useful contact numbers in the properties | | | | ✓ |
| | | Sending out a post stay questionnaire for guests by email | | | | ✓ |
| | | Ensure any guest amenities left behind are removed and replaced with fresh | | | | ✓ |
| | | Laundry room will left closed on Monday, Wednesday and Friday to guests. Not laundry will be left in washer or dryers | | | | ✓ |
| Hot tub is for private use. | | | | ✓ | | |

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| <p>Dealing with a guest who is unwell or infectious outbreak in your property</p> | <p>The spread of an infection outbreak</p> | <p>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</p> <p>Build into terms and conditions that a guests will be expected to notify us immediately and leave the premises if any symptoms of COVID 19 are experienced</p> <p>Deep clean any accommodation and communal areas with fogger wearing full PPE.</p> | | | | <p>✓</p> <p>✓</p> <p>✓</p> |
| <p>Incorrectly laundered bedding</p> | <p>Bacteria not killed off properly</p> | <p>Bedding and towels laundered by a South West Laundry to hospital standards</p> <p>All other laundry to be washed and tumbled on appropriate high temperature.</p> | | | | <p>✓</p> <p>✓</p> |
| <p>Changeover clean</p> | <p>Contaminated accommodation / spread of COVID 19</p> | <p>All changeover cleans can only be completed once the guests have left the property.</p> <p>Cleaner has filled out the fit for work document.</p> <p>All PPE is available to cleaner</p> <p>All cleaning / maintenance procedures are adhered to and documented accordingly</p> | | | | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |
| <p>Legionella</p> | <p>Infection of Legionella from standing water if the property has been lying empty</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> <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>✓</p> <p>✓</p> |

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| | | Finally, let any other taps run for two minutes. | | | | ✓ |
| Outside Contractors / Caterers | Staff, Hosts and Guests infected with COVID19 and spreading to others | All outside contractors and caterers will be required to submit their risk assessment to counter the spread of COVID19, 14 days prior to any event. The RA will be held by us | | | | ✓ |

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| Notes on completion | Updated 5 th July 2020 |
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